

MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: Plans Review Technician	Date: June 1, 1998
Position Grade: 8	FLSA Status: NE Job Code: 8-19

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Pre-professional work in public planning with particular emphasis on technical aspects of floodplain management.

KEY RESPONSIBILITIES

1. Review building plans*
2. Assist and perform site visits and inspections to advise as to conditions of structure compliance for floodplain management purposes*
3. Assist and perform auditing and cataloguing property for compliance with floodplain management*
4. Communicate effectively with the public under stressful situations. Speak with Realtors, homeowners associations, mobile home parks, surveyors, architects, engineers, contractors, and other association on community outreach programs to educate assist, and inform the community on the issues of floodplain management, FEMA and the National Flood Insurance Program
5. Assist and perform research for historical data on old building permits and advise public
6. Input data into computer, such as certificates of elevation, variances, violations and demolition
7. Assist in variance and other FEMA reports
8. Type letters, run copies, file and other various office tasks
9. Performs other related duties as required

***Indicates an essential job function**

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KEY JOB REQUIREMENTS

Education: Associate's Degree or Two Year College equivalent required

Experience: Two years of prior related work experience in planning, public policy, government, floodplain management, architectural, engineering or related field

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department

Complexity: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues

Decision Making: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project

Communication

with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations policies and procedures

Managerial

Skills: Involves no responsibility or authority for the direction of others

Working Conditions/

Physical Effort: Normal office situation; Works alone or closely with others; typically sitting at a desk or table; typically standing and/or walking; climbing ladders or scaffolds

Other: Requires valid Florida driver's license and insurability in accordance with the Monroe County Safety Policies and Procedures

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APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____
